



## Computer Usage Policy

Information Technology provides services and resources to the faculty, staff and students of UH-Victoria. All users have the responsibility to use the campus' computing systems and available network resources in an effective, efficient, ethical, and lawful manner. The ethical and legal standards that are to be maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource. The campus computing facilities are a public resource and should not be used by unauthorized personnel or for personal or corporate profit.

The following conditions apply to all users of the computing facilities. Violations of any of these conditions are certainly unethical and may be violations of school policy or criminal offenses.

As a condition of use of any of the computing facilities, including local and wide area network resources, the user agrees to respect:

- the privacy of other users' files, accounts, and passwords,
- the legal protection (copyright) of software and data; for example, users shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users,
- the intended usage for which access was granted,
- the integrity of computing systems,
- the financial structure (or charges) of a computing system,
- the shared nature of the computing resources, and
- the rights of other users.

Users should report to the facility manager, or to the individual in charge of their computing resource, information they may have concerning instances in which the above conditions have been or are being violated.

When possible violations of these conditions of use are reported or discovered, facility managers reserve the right to begin an investigation of possible abuse. In this connection, the facility managers, with due regard for the rights of privacy and other rights of users, have the authority to examine passwords, files, accounting information, printouts, or other material that may aid the investigation. Users, when requested, are expected to cooperate in such investigations. Failure to do so may be grounds for cancellation of access privileges. While an investigation is in progress, in order to prevent further possible unauthorized activity, the facility manager may suspend the authorization of computing services to the individual or account in question.

When possible unauthorized use of computing resources is encountered, the facility manager shall notify the user. The user is expected to take remedial action or to indicate that such use should be permitted. Should unauthorized use continue after notification of the user or should differences of opinion persist, these shall be brought to the attention of the Information Technology Director for recommendations on further action. Upon the recommendation of the Information Technology Director, facility managers may impose limitations on continued use of computing resources. Confirmation of unauthorized use of the computing facilities may also result in disciplinary review, as outlined in the Academic Sanctions and Appeals Policy, which could lead to expulsion from the institution, termination of employment, and/or legal action.



UNIVERSITY OF HOUSTON - VICTORIA

### Faculty/Staff Account Application

Name: \_\_\_\_\_  
First Name Middle Initial Last Name

Job Title or Position: \_\_\_\_\_

School or Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_

Primary Campus: \_\_\_\_\_ Victoria \_\_\_\_\_ Sugar Land \_\_\_\_\_ Cinco Ranch

Please check the type of account you are requesting:

UHV Academic Account (Faculty)  
\_\_\_\_\_ Full-time faculty \_\_\_\_\_ Adjunct faculty

UHV Administrative Account (Staff/Administrators)  
\_\_\_\_\_ Exempt staff \_\_\_\_\_ Non-exempt staff \_\_\_\_\_ Part-time staff

Please indicate below any special instructions or needs for the account requested above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to use this account in accordance with the UH-Victoria Computer Usage Policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head or  
Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Information Technology Use Only**

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Account Userid: \_\_\_\_\_ Created By: \_\_\_\_\_

UHV account \_\_\_\_\_ Personal Share \_\_\_\_\_ E-mail Distr. Lists \_\_\_\_\_